



FLORIDA CENTER FOR HEALTH INFORMATION AND POLICY ANALYSIS

DATA CATALOG

Charlie Crist, Governor

Thomas W. Arnold, Secretary



*Visit AHCA online at:
www.FloridaHealthFinder.gov*

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TABLE OF CONTENTS

	PAGE NUMBER
INTRODUCTION.....	1
SUMMARY OF DATA USE LIMITATIONS.....	2
PLACING AN ORDER.....	3
HOSPITAL INPATIENT DISCHARGE DATA	
Data Release, Formats, Time Periods, Data Elements.....	4
AMBULATORY (OUTPATIENT) PATIENT DATA	
Data Release, Formats, Time Periods, Data Elements.....	5
EMERGENCY DEPARTMENT (ED) PATIENT DATA	
Data Release, Formats, Time Periods, Data Elements.....	6
COMPREHENSIVE REHABILITATION HOSPITAL PATIENT DATA	
Data Release, Formats, Time Periods, Data Elements.....	7
HOSPITAL FINANCIAL DATA	
Data Release, Formats, Time Periods and Data Elements.....	8
Hospital Financial Data Worksheet Overview.....	9
Hospital Financial Data Reports and Publications.....	10-11
HEALTH PLAN QUALITY AND MEMBER SATISFACTION DATA	
Data Release, Formats, Time Periods and Data Elements.....	12

INTRODUCTION

Each section of the catalog starts with a brief history of the data collection effort and general description of the data elements. The sections detail the levels of aggregation and formats available.

- **Hospital Inpatient Data**
- **Ambulatory (Outpatient) Patient Data**
- **Emergency Department (ED) Patient Data**
- **Comprehensive Rehabilitation Hospital Patient Data**
- **Hospital Financial Data**
- **Health Plan Quality and Member Satisfaction Data**

Data Collection Reporting Schedule

Qtr	Time Period	Inpatient Due Date	Ambulatory/ED Due Date	Final Certification Date (thru 2009)	Final Certification Date (Effective 2010)
1 st	Jan 1 – Mar 31	1-Jun	10-Jun	30-Sep	31-Aug
2 nd	Apr 1 - Jun 30	1-Sep	10-Sep	31-Dec	30-Nov
3 rd	Jul 1 – Sep 30	1-Dec	10-Dec	31-Mar (Following year)	28-Feb (Following year)
4 th	Oct 1 – Dec 31	1-Mar (Following year)	10-Mar (Following year)	30-Jun (Following year)	31-May (Following year)

Please visit FloridaHealthFinder.gov for additional reports, publications, data query tools, and more.

Important: Many data collection rules have changed effective January 2010. Please visit <http://ahca.myflorida.com/schs/data.shtml> for further information.

If you have further questions or need additional information not contained in this catalog, please contact us at:

**Agency for Health Care Administration
Florida Center for Health Information and Policy Analysis
Attention: Arlene Schwahn
2727 Mahan Drive
Building 3, Mail Stop # 16
Tallahassee, FL 32308-5403
(850) 412-3772
Fax: (850) 488-1261
Arlene.Schwahn@ahca.myflorida.com**

SUMMARY OF DATA USE LIMITATIONS

All users of detailed public records must submit a signed Limited Data Set Use Agreement. Some limitations are summarized below. The complete agreement form may be found at the following link: www.floridahealthfinder.gov/Researchers/OrderData/order-data.shtml

Permissible Uses and Disclosures

- Requester shall not use or further disclose the limited data set specified except as permitted or as required by federal law. Requester shall establish appropriate administrative, technical, and physical safeguards to protect the confidentiality of and to prevent unauthorized use or access to the limited data set.
- Requester shall not release or allow the release of the limited data set to any persons or entities other than as permitted.
- Requester shall restrict disclosure of the limited data set to the minimum number of individuals who require the information in order to perform the functions. Requester shall instruct individuals to which the limited data set is disclosed of all obligations and shall require the individuals to maintain those obligations.
- Requester shall secure the limited data set when the data is not under the direct and immediate control of an authorized individual performing the functions.
- Requester shall not attempt to use the limited data set to track or link an individual's data, determine real or likely identities, gain information about an individual, or contact an individual.
- Requester shall make a good faith effort to identify any use or disclosure of the limited data set not provided for. Requester shall notify the Florida Center by certified mail, return receipt requested, or in person with proof of delivery within seventy-two (72) hours of discovery of any use or disclosure of the limited data set not provided for of which Requester is aware. If applicable, the requester shall return any record or records that become identified to the Florida Center by certified mail, return receipt requested, or in person with proof of delivery within seventy-two (72) hours of identification. All other copies of an identified record including a modified, hybrid or merged record shall be immediately destroyed.

Penalties

- Requester acknowledges that failure to abide by the terms of the agreement may be subject to penalties for wrongful disclosure of protected health information under federal law. Requester shall inform persons with authorized access to the limited data set specified of the penalties for wrongful disclosure of protected health information.

PLACING AN ORDER

ORDERING DATA

Orders must be paid for in advance and be accompanied by a written request. Data may be purchased by check or money order made payable to the Agency for Health Care Administration (AHCA or Agency). AHCA does not accept credit cards or telephone orders at this time. Please send payment to the address below.

STANDING ACCOUNTS

To open a standing account with AHCA, send a check or money order for a minimum of \$600. Many customers who frequently order data from the Florida Center for Health Information and Policy Analysis find it convenient to open a standing account.

PROCESSING TIME

Orders are processed upon receipt of payment by Agency staff. Turnaround time for filling orders is generally less than 5 days, depending upon the size and nature of the request.

STATUS OF ORDERS

To verify receipt of a data request or to determine when the filled order was shipped, please call (850) 412-3772. Due to the large volume of data requests, staff cannot determine specifically when an order may be completed.

SHIPPING/MAILING

Filled data orders will normally be mailed via the U.S. Postal Service via Priority Mail. For "overnight" delivery, orders must include a completed mailing label and an overnight account number.

REFUNDS

To receive a refund, send your Social Security Number or Federal Employee Identification Number and a copy of the order form indicating the items for which the refund is requested.

PLEASE MAIL REQUESTS AND PAYMENTS TO:

**Agency for Health Care Administration
Florida Center for Health Information and Policy Analysis
Attention: Arlene Schwahn
2727 Mahan Drive, Bldg. 3, Mail Stop #16
Tallahassee, FL 32308-5403
(850) 412-3772
Fax: (850) 422-1261**

HOSPITAL INPATIENT DISCHARGE DATA

Hospital Inpatient Discharge Data has been collected since 1988. Beginning with 1997 data, short term acute care psychiatric hospitals are included in the Hospital Detailed Patient Database. Beginning with 2006 data, long term psychiatric hospitals are included in the Hospital Detailed Patient Database. Data is submitted in accordance with Section 408.061, Florida Statutes and Chapter 59E-7, Florida Administrative Code.

For the Hospital Inpatient Discharge Data Layout & File Description, please visit:

www.floridahealthfinder.gov/Researchers/OrderData/order-data.shtml

For more information concerning the collection of Hospital Inpatient Discharge Data, please visit:

<http://ahca.myflorida.com/schs/2005-2009-Resources.shtml>

DATA RELEASE	Data is released when 75% of the hospitals have certified the accuracy of data reported. The majority of the hospitals certify their patient data an average of 130 days after the end of the quarter. Typically, 100% certification is achieved within 180 days following the quarter's end.
DATA FORMATS	Data is available on CD/DVD. Reports can be generated by hospital, county, Local Health Council, region or statewide. Special ad-hoc reports are also available (i.e. specific ICD 9 CM codes; reports for specific ages of patients, etc.).
TIME PERIODS	Detailed patient data are available beginning with the first quarter of 1988.
DATA ELEMENTS	<p>AHCA releases approximately 35 detailed patient data elements. Some data elements are masked before release to protect patient confidentiality. However, the data are used in several calculations such as the length of stay. AHCA does not release the following data elements:</p> <ul style="list-style-type: none">- Patient ID # (number assigned by hospital) or Patient's Social Security Number- Date of birth (converted to age)- Admission date (reported as calendar quarter)- Discharge date (reported as calendar quarter)- Principal procedure date (reported as number of days to procedures)

AMBULATORY (OUTPATIENT) PATIENT DATA

Ambulatory Patient Data is collected from approximately 550 freestanding ambulatory surgical centers, radiation therapy centers (data not collected after 12/31/02), lithotripsy centers, cardiac catheterization laboratories, and short-term acute care hospitals. Data is submitted in accordance with Section 408.061, Florida Statutes and Chapter 59B-9, Florida Administrative Code.

For the Ambulatory Patient Data Layout and File Description, please visit:
www.floridahealthfinder.gov/Researchers/OrderData/order-data.shtml

For more information concerning the collection of Ambulatory Patient data, please visit:
<http://ahca.myflorida.com/schs/2005-2009-Resources.shtml>

DATA RELEASE	Data is released when 75% of the facilities have certified the accuracy of data reported. The majority of the facilities certify their outpatient data an average of 130 days after the end of the quarter. Typically, 100% certification is achieved within 180 days following the quarter's end.
DATA FORMATS	Data is available on CD/DVD.
TIME PERIODS	Outpatient data are available beginning with the first quarter of 1997.
DATA ELEMENTS	<p>AHCA releases approximately 63 outpatient data elements. Some data elements are masked before release to protect patient confidentiality. AHCA does not release the following data elements:</p> <ul style="list-style-type: none">- Patient ID # (number assigned by facility)- Patient's Social Security Number- Date of birth (converted to age)- Begin Visit Date- End Visit Date

EMERGENCY DEPARTMENT (ED) PATIENT DATA

Emergency Department (ED) Data is a new addition starting with the first quarter of 2005. Data includes all emergency department visits in which emergency department registration occurs and the patient is not admitted for inpatient care at the reporting entity. A complete list of data elements collected as well as the reporting instructions for each facility can be found in Chapter 59B-9, Florida Administrative Code. Data is submitted in accordance with Section 408.061, Florida Statutes and Chapter 59B-9, Florida Administrative Code.

For Emergency Department Patient Data Layout and File Description, please visit:
www.floridahealthfinder.gov/Researchers/OrderData/order-data.shtml

For more information concerning the collection of Emergency Department (ED) Patient data, please visit: <http://ahca.myflorida.com/schs/2005-2009-Resources.shtml>

DATA RELEASE	Data is released when 75% of the facilities have certified the accuracy of data reported. The majority of the facilities certify their outpatient data an average of 130 days after the end of the quarter. Typically, 100% certification is achieved within 180 days following the quarter's end.
DATA FORMATS	Data is available on CD/DVD.
TIME PERIODS	Emergency Department data are available beginning with the first quarter of 2005.
DATA ELEMENTS	<p>AHCA releases approximately 62 ED data elements. Some data elements are masked before release to protect patient confidentiality. AHCA does not release the following data elements:</p> <ul style="list-style-type: none">- Patient ID # (number assigned by facility)- Patient's Social Security Number- Date of birth (converted to age)- Begin Visit Date- End Visit Date

COMPREHENSIVE REHABILITATION HOSPITAL PATIENT DATA

Comprehensive Rehabilitation Discharge Data has been collected since first quarter of 1993. The data is detail patient level but based on the HCFA10 primary condition codes. The primary condition codes are:

- 01 Stroke
- 02 Spinal Cord Injury
- 03 Congenital Deformity
- 04 Amputation
- 05 Major Multiple Trauma
- 06 Fracture of the Femur (Hip Fracture)
- 07 Brain Injury
- 08 Poly-Arthritis, Including Rheumatoid Arthritis
- 09 Neurological Disorders, Including Multiple Sclerosis, Motor Neuron Diseases, Polyneuropathy, Muscular Dystrophy and Parkinson's Disease
- 10 Burns
- 11 All Other Conditions Requiring Intensive Rehabilitation Services

For more information concerning the collection of Comprehensive Rehabilitation Discharge Data, please visit: <http://ahca.myflorida.com/SCHS/comprehab.shtml>

DATA RELEASE	Data is certified with submission.
DATA FORMATS	Data is available electronically and can be e-mailed. Special ad-hoc reports are also available (i.e. county; reports for specific ages of patients, etc.).
TIME PERIODS	Detailed patient data are available beginning with the first quarter of 1993 to fourth quarter of 2009. NOTE: Beginning with first quarter of 2010, the comprehensive rehabilitation discharge data will be reported in the Hospital Discharge Data.
DATA ELEMENTS	<p>AHCA releases approximately 14 detailed patient data elements. Some data elements are masked before release to protect patient confidentiality. However, the data are used in several calculations such as the length of stay. AHCA does not release the following data elements:</p> <ul style="list-style-type: none">- Patient ID # (number assigned by hospital) or Patient's Social Security Number- Date of birth (converted to age)- Admission date (reported as calendar quarter)- Discharge date (reported as calendar quarter)

HOSPITAL FINANCIAL DATA

Collection of financial data began in 1979 with Florida Hospitals submitting budgets for review. A uniform system of financial reporting was developed and a methodology was established which assigned hospitals with similar characteristics to groups to permit fair comparisons of data. In 1984, legislation authorized regulation, as well as review, of financial data.

Currently, approximately 258 Florida hospitals are required to submit fiscal year-end financial reports to AHCA annually. These reports are referred to as actuals or prior year reports and are available from 2004. The Prior Year report is fully described in the Florida Hospital Uniform Reporting Systems Manual (FHURS).

The FHURS manual is AHCA's guide to the hospital industry. It describes all financial data submissions required by the hospitals. Its use is recommended if you work with the Agency for Health Care Administration's financial data (AHCA). The FHURS Manual is available on our Web site at:

http://ahca.myflorida.com/MCHQ/CON_FA/fa_data/index.shtml

DATA RELEASE

The prior year reports are due to AHCA 120 days after the hospital's fiscal year end. Financial data on all hospitals are made available as quickly as possible.

DATA FORMATS

The Financial database/dump is available via E-mail (zipped).

TIME PERIODS

Prior Year reports are available from 2004. Earlier years are only available for all hospitals in database format. Note: Effective March 2010, some worksheets previously reported are no longer available. It is advisable to check with AHCA to establish a report's availability before ordering.

DATA ELEMENTS

A cursory listing of general categories found on the worksheets is provided for you on page 9. Single worksheets are available for purchase; you do not have to order a complete report to obtain single line item information on any given hospital.

HOSPITAL FINANCIAL DATA WORKSHEET OVERVIEW

<u>TOPIC</u>	<u>DESCRIPTION</u>	<u>WORKSHEETS</u>
REVENUES	Patient Care Services	C-3
	Patient Care Services by Payer Class (includes Revenue Deductions)	C-3a
	Other Operating and Non-operating	C-4
EXPENSE/ EXPENDITURES AND DEPRECIATION	Statement of Patient Care Services	C-5
	Statement of Other Operating and Non-Operating Expense	C-6
	Explanation of Increase in Revenue and Expense	X-6
	Employee Benefits	X-1
MEDICAL STAFF DATA	Profiles by Clinical Specialty	B-4
OTHER STATISTICS AND GENERAL DATA	General Hospital Information	A-1
	Services Inventory and Units of Service Report	A-2
	Balance Sheet	C-1
	Income Statement	C-2
	Psychiatric Hospital Statistics	Psy-1
	Explanations and Comments	X-4
	Patient Days, Admission and Licensed Beds	B-1

HOSPITAL FINANCIAL DATA REPORTS AND PUBLICATIONS

PRIOR YEAR REPORT

This report consists of a hospital's year-end financial data submitted to AHCA on standardized worksheets. Because hospitals submit the data 120 days after their fiscal year's end, availability of this data varies. The Florida Hospital Uniform Reporting System Manual (FHURS) has a complete description of data included in this report plus samples of each worksheet.

HOSPITAL FINANCIAL DATA PUBLICATION

This is an annual report that contains nearly 80 categories of financial information comparing each Florida hospital arranged in alphabetical order by county. The data is derived from the worksheets submitted by the hospitals. The Financial Data Publication also includes a statewide summary for the 80 categories as well as facts and figures presented in a "highlights" format. A current version is available on FloridaHealthfinder.gov.

HOSPITAL FINANCIAL DATA PUBLICATION PRINTOUT

A computer run of the data publication from AHCA's database is available after most of the hospitals have submitted their data for the year and before the Hospital Financial Data Publication is published.

HOSPITAL FINANCIAL DATA REPORTS AND PUBLICATIONS (CONTINUED)

FLORIDA HOSPITAL UNIFORM REPORTING SYSTEMS MANUAL (FHURS)

The FHURS Manual is a guide to the hospital industry that describes the exact data the hospitals must submit to AHCA. It includes definitions, descriptions, and some samples. The Manual is available at:

http://ahca.myflorida.com/MCHQ/CON_FA/fa_data/index.shtml.

NOTE: Previous editions of the FHURS Manual are not available.

INDEPENDENT AUDITED FINANCIAL STATEMENT

This is a hospital financial report prepared by an independent auditor. It may range in size from ten to fifty pages. This report is submitted to AHCA with the hospital's annual prior year report and is available in photocopy format only. The following elements are included in the statement:

- Auditor's opinion
- Statement of revenues and expenses
- Hospital's balance sheet
- Statement of changes in fund balance
- Statement of cash flows
- Notes to financial statements

HEALTH PLAN QUALITY AND MEMBER SATISFACTION DATA

Health plan quality and member satisfaction data have been collected since 2001. The data include information on quality of care (HEDIS - Healthcare Effectiveness Data & Information Set) and member satisfaction (CAHPS – Consumer Assessment of Healthcare Providers & Systems).

For a description of the Health Plan Data and more information, please visit:

<http://www.floridahealthfinder.gov/HealthPlans/glossary.aspx>

DATA RELEASE Data are released when analysis indicates that the data are complete and reliable. Quality (HEDIS) data are typically released by December 31. Member satisfaction (CAHPS) data are typically released by September 30.

DATA FORMATS Summary data are available on CD/DVD or paper reports. Reports can also be generated by health plan or statewide. Data on member satisfaction are also available as an individual-survey database.

TIME PERIODS Detailed health plan data are available on an annual basis beginning with the calendar year 2001.

DATA ELEMENTS AHCA releases approximately 25 data elements from the HEDIS data set. All HEDIS measures are not available in every year. AHCA releases approximately 10 data elements from the CAHPS data set. A database containing all questions in the CAHPS survey is also available.

Selected HEDIS data elements include:

- Breast cancer screening
- Cervical cancer screening
- Timeliness of prenatal care
- Controlling high blood pressure
- Diabetes care
- Use of medications with asthma
- Well-child and adolescent well-care visits

Selected CAHPS data elements include:

- Overall Plan Satisfaction
- Ease in Getting Needed Care
- Ease in Getting Care Quickly
- How Well Doctors Communicate
- Getting Help from Customer Service
- How Well Plan Processes Claims